1. What are the SAP Standards? In order to receive Title IV aid eligibility (federal financial aid), a student must:
   - Maintain a cumulative GPA as detailed in the KBCC SAP Chart
   - Complete the appropriate amount of credits attempted - Students who frequently fail or withdraw from courses will earn fewer credits than they attempted.
   - Do not attempt more than 150% of the credits normally required for completion of the degree

2. Every student who has failed to achieve one or more of the SAP standards has the ability to appeal the denial of financial aid. To appeal you must submit:
   - This document, completed in its entirety
   - Supporting documentation that substantiates the circumstance, you have outlined.
     - A personal statement upon request of the SAP Counselor.
   - Follow an Academic Plan designed to lead the student back to SAP standards.

<table>
<thead>
<tr>
<th>Examples of circumstance behind SAP failure</th>
<th>Examples of Supporting Documentation (Must be on Letter Head)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student's own illness.</td>
<td>Medical bill or letter from physicians.</td>
</tr>
<tr>
<td>Death of a family member.</td>
<td>Copy of death certificate.</td>
</tr>
<tr>
<td>Illness or accident a close relative.</td>
<td>Physician's statement, police report, documentation from a third party professional.</td>
</tr>
<tr>
<td>Other Personal Circumstance or work related issues</td>
<td>Detailed personal statement. For work related issues letter from employer is needed with hours worked per week etc.</td>
</tr>
<tr>
<td>Failing pace or maximum attempted because excessive transfer units, major change, or academic performance concerns.</td>
<td>Personal statement, proof of academic advisement consultation.(or other as advised by SAP Specialist)</td>
</tr>
</tbody>
</table>

For more information visit: www.kbcc.cuny.edu > Quick links > Financial Aid > Satisfactory Academic Progress
Satisfactory Academic Progress Appeal Form

Students who are denied financial aid at Kingsborough Community College due to failing satisfactory academic progress may appeal to have their financial aid reinstated. An appeal can only be submitted if a student’s failure to make satisfactory academic progress is based upon events beyond the student’s control. The student may submit this completed Satisfactory Academic Progress Appeal Form, along with all related supporting documentation. **Appeals submitted without supporting documentation will not be reviewed.** Please note, the sole submission of this document does not guarantee approval of any financial aid.

**SECTION 1: Personal Information**

NAME: ____________________ ___________________ _________  ______- _______-______   ________________

Last    First    SSN #    EMPLID #

MAILING ADDRESS: ________________________________________________________________________________

Street    City    State, ZIP

PHONE NUMBER: (         ) ________ - ________  EMAIL ADDRESS: ____________________________________

**SECTION 2: Enrollment Information**

1. What semester are you submitting this Appeal for: ☐ Fall Semester ☐ Spring Semester
2. Are you a degree-seeking student ☐ Yes ☐ No
3. Are you attending or considering Winter 2020 and/or Summer 2020 ☐ Yes ☐ No
4. Have you ever submitted a SAP appeal at KBCC and were approved? ☐ Yes ☐ No

**SECTION 3: Reason for Appeal**

Provide a detailed explanation of the circumstances that led to the Satisfactory Academic Progress failure. If additional space is needed, please attach a typed statement. If the below is not legible you may be required to complete a typed statement.

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For more information visit: www.kbcc.cuny.edu > Quick links > Financial Aid > Satisfactory Academic Progress
OFFICE OF FINANCIAL AID

Please describe the steps you have taken to correct the problems that have prevented you from making Satisfactory Academic Progress. If additional space is needed, please attach a typed statement. If the below is not legible you may be required to complete a typed statement.

___________________________________________________________________________________________________________
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SECTION 4: SAP Checklist, Certification, and Signature

☐ I am aware that I must submit copies of all supporting documents with my SAP appeal.
☐ I acknowledge that the review process will take least 5-10 business days and that my appeal will be reviewed by a committee.
☐ I am aware an email will be sent regarding my appeal status. By checking this box I confirm that I regularly check all emails on my account.
☐ I am aware that not meeting my academic plan can result in the loss of future financial aid assistance.
☐ I am aware my appeal can be denied and if denied I am responsible to pay all tuition and fee liabilities

I, _______________________________ (print name) have read and understand the SAP requirements and SAP appeal process, I hereby attest that everything I have recounted in this appeal is true and accurate to the best of my knowledge. I understand that the documentation requested is required for my appeal to be reviewed and that the Office of Financial Aid has the right to request additional documentation.

Student Signature: _______________________________ Date: ____/______/______

***OFFICE USE ONLY*** Date Received ___/___/___
☐ Approved by: _____ / ________ ☐ Denied by _______
☐ Academic Plan ☐ Probation

***OFFICE USE ONLY*** Packaging
Term(s) _____ Initials _______
Term(s) _____ Initials _______
Term(s) _____ Initials _______
Term(s) _____ Initials _______

***OFFICE USE ONLY***

For more information visit: www.kbcc.cuny.edu > Quick links > Financial Aid > Satisfactory Academic Progress